

# NEW JERSEY

## Business Action Center



*Thank you for your interest in applying for the State Trade and Export Promotion (STEP) program.  
We look forward to working with you.*

All documents can be found at the Office of International Business Development and Protocol website,  
<http://www.njstep.nj.gov>

Application must be reviewed for approval by the Office of International Business Development and Protocol. Submission of application does not guarantee STEP grant award.

### **There are three stages to the STEP process:**

#### **Stage 1:**

**Candidates who wish to participate in the State Trade and Export Promotion (STEP) program are required to fill out four initial documents.**

1. STEP Information Survey (pdf)
2. Signed self-representation as an "Eligible Small Business Concern" sheet
3. Projected Return on Investment (ROI)
4. Signed SBA SF 1624

#### **Stage 2:**

**If approved, the following forms/documents will be required.**

1. Completed and signed original copy of NJ W-9 form: [www.njstep.nj.gov](http://www.njstep.nj.gov)
2. Current Tax Clearance Certificate issued by the NJ Division of Taxation: [www.njstep.nj.gov](http://www.njstep.nj.gov)
3. Copy of your firms DUNS number : <http://mycredit.dnb.com/>
4. Copy of current Business Registration Certificate:  
[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)

#### **Stage 3:**

**Upon completion of your event.**

1. Submit evidence of paid receipts for costs incurred
2. Brief report on results of event (sales, meetings, projections, leads etc.)
3. Going forward, quarterly updates on export sales and/or jobs created, retained

#### **Should you need to mail or email us, please contact us at:**

Office of International Business Development & Protocol  
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Trenton, NJ 08625  
[njstep@sos.nj.gov](mailto:njstep@sos.nj.gov)